

## ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **Town Council** held in the Council Chamber, Ilminster on Tuesday 8<sup>th</sup> April 2014 at 19:30hrs

### **Present:**

Chairman: Cllr E Taylor

Councillors: Cllr P Burton, Cllr C Goodall, Cllr V Keitch, Cllr D Miller, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey, Cllr R Swann, and Cllr L Vjeh

### **In Attendance**

Officers: Mrs M Clayton (Senior Administrator), Miss J Norris (Town Clerk)

One member of the Press attended this meeting and Rev Done led the prayers.

The meeting started by Daniel Milligan, the Chief Reporter from the Chard and Ilminster newspaper, introducing himself to the Committee.

### **138. Apologies for absence**

Apologies for absence were received from Councillors Austin, Higgins, Lawson, Pallister and Sothern.

### **139. Declarations of Interest**

There were no declarations of interest made by Councillors or Officers in respect of any items on the agenda

### **140. Minutes.**

#### **RESOLVED**

- a) that the minutes of the meeting held on 25<sup>th</sup> March 2014 be confirmed as a correct record.
- b) to note the office action plan relating to Town Council meetings.

Items brought to the attention of the Council included the following:

- There will be an Easter Bunny Hunt on Thursday 17<sup>th</sup> April 2014 for all ages and will involve the market traders and local retailers.
- On Sunday 20<sup>th</sup> April 2014 there will be an Easter Egg Hunt arranged by the Youth Council. A press release will be sent out tomorrow (Wednesday 9<sup>th</sup> April 2014)
- It was agreed to include Berkley Homes on the distribution list for the Flood Plan for Ilminster when it is issued.
- Somerset County Council Flood Alleviation Grants – details are in the County Councillors report; all bids are welcome and each will be assessed on merit
- A number of Town and Parish Councils have made, or are considering making, donations to the Somerset Community Foundation's flooding fund; no firm proposals have yet been made as to how the money in the fund will be spent. This Town Council may consider making a donation when further information is available about the spending plans.
- Accounting procedures for reserves and the information that is required on our Annual Governance Statement will be discussed with Auditors when they come in.
- Winterhay Lane footpath remains undesignated as a right of way until any Order is confirmed. This is the advice given by the Rights of Way Department.

Chair's initials

## Iminster Town Council

### 141. Mayor's Announcements/Engagements

- a) The Mayor made announcements relating to the Town Council and Mayoral activities and engagements which included
  - The appointment of the new High Sherriff.
- b) The Mayor's engagements between 25<sup>th</sup> February 2014 and 25<sup>th</sup> March 2014 were circulated with the agenda.

### 142. Police Report

The Iminster Beat report was distributed at the meeting as PC Stewart was called out on duty and unable to attend the meeting

A written Police Report for the Month of February was circulated via email on the 4<sup>th</sup> March 2014 to all Councillors

Discussions included the following:

- Members were disappointed that the Police Constable could not attend the meeting. They would like to see the new Sargent or a Police Inspector at future meetings
- The police have been invited to Annual Town meeting on 6<sup>th</sup> May 2014, but it would be beneficial if they could attend at least one meeting a month.

**RESOLVED** that the Town Clerk writes to the Constabulary to invite them to attend any Full Council or Committee meeting at least once a month.

### 143. Report from the County Councillor for the Iminster Division

The Members received the March 2014 report from the County Councillor with the agenda and Councillor Vijeh circulated the February 2014 report via email on 3<sup>rd</sup> March 2013 direct to all Councillors.

Items discussed as a result of these reports included the following:

- Councillor Vijeh has been appointed the County Council's representative for the Duke of Edinburgh awards
- The County Councillors have met the new Acting Chief Executive for the County Council.
- Complaints have been received by the District Council that some residents have not received their council tax forms. The District Council have confirmed that some forms seem to have gone astray and some residents of Iminster have been effected. Any requests for a new form need to be directed to South Somerset District Council.

### 144. Reports from District Councillors

The District Councillor's report included the following:

- A new system for registering to vote will be commencing in June 2014. Individuals will be required to make their own application, which can be done online.

### 145. Reports from Representatives on Outside Bodies

The Council received reports from Representatives on Outside Bodies which included the following:

- A report from Greenfylde School was distributed at the meeting. There were no matters raised as a result of this report
- Iminster Education Foundation did not have anything to report, but it was suggested that Mr Wells is contacted regarding the publicising of grants that are available for apprentices and how they can apply.

Chair's initials

## **Iminster Town Council**

- The SALC representative reported that an announcement will be made in the Autumn regarding council tax capping & that that Councils with a base rate Band D equivalent of £170.00 will not be capped.
- The Chamber of Commerce's report included the following:
  - a) A recent event hosted by Chamber of Commerce to discuss 'the cloud' which was very well attended by business in the town.
  - b) Plans have been made with local businesses for their involvement in the Iminster Town Council's Easter Bunny Hunt.
  - c) Iminster will try to get the French market back and agreed that it could run with other local markets such as the produce market.

### **146. Action on Rural Planning Chaos**

Local Councils have been contacted by Huish Episcopi Parish Council and asked to consider lobbying Government regarding the current planning processes.

Discussions included the following:

- The Town Council are non-political but would like to write to express their views regarding the current planning process.
- Concerns were raised that the quality of affordable housing will go down if nothing is done about the current planning process

#### **RESOLVED**

- (i) that the Town Clerk following consultation with the Chair of Resources and the Chair of Open Spaces has delegated authority to compose and send a letter, highlighting Iminster Town Council's concerns on the quality and quantity of local development.
- (ii) The letter to be sent to
  - The Minister for Communities and Local Government
  - The MP for Iminster
  - Leader of the District and County Councils
  - Somerset Association of Local Councils

### **147. Review of Committees**

The Council was asked to consider the whether any changes should be made to the Town Council's revised Committee Structure issued six months ago.

Discussion on this topic included the following:

- The Resources Committee has a remit for important topics and thus incorporating it into another committee meeting would reduce the amount of time available for debating major issues.
- Staffing matters need to be reported more regularly.
- The workload over the past six months has changed and the frequency of meetings may need to be altered.
- A working group will be set up as soon as possible to discuss this matter in depth. In the meantime the existing meeting schedule will be extended for a further meeting cycle
- Volunteers for the working group are Councillors Storey, Councillor Shepherd,

#### **RESOLVED**

- (i) that a working group is created to review the Committees comprising the Mayor, Deputy Mayor, the Chairs and Vice-Chairs of Committees and Councillors Shepherd and Storey
- (ii) The working group will consider the committee terms of reference and the frequency of meetings and a make a report to full Council.

## Iminster Town Council

### 148. Review of Public Participation at Council and Committee Meetings.

Members received a report from the Town Clerk and were asked to consider the principles of the Town Council's public participation scheme.

Discussions included the following:

- When the best time was for the public to speak e.g before the meeting starts immediately before the relevant item
- The topics raised during public participation should be recorded in the minutes but not individual names.
- Time limits for public participation and any arrangements for extension of the 3 minutes and the 15 minutes are at the Chair's discretion.

Chair's initials

**RESOLVED** that the principles of the Council's public participation scheme are as follows:

- The public participation slot remains prior to the start of the formal meeting but the meeting Chair has the discretion to allow speaking immediately prior to a relevant agenda item
- The topics raised during the public participation session should be recorded in the minutes but not the names of individual speakers.
- the Chair has discretion to extend the time limits for public participation beyond 3 minutes for each speaker and the 15 minutes total.

### 149. Scarecrow Competition

The Council was asked to consider whether or not the Town Council will once again organise the Scarecrow Competition and if the Council is to proceed, judging arrangements need to be decided.

Discussion on this topic included the following:

- The Members agreed to run the competition again this year.
- The Dementia Association have a Scarecrow called Archie who helps children understand dementia.
- The scarecrows are on show from Wednesday and taken down Sunday evening.
- Judging takes place on the Thursday and the Friday
- Councillors Vijeh, Swann and Keitch have volunteered to be the judges.
- Advertising will be made by a press release, the website, notice board, schools newsletters, and flyers to church groups, Scouts, Brownies.
- A map is produced by the Town Council staff to show the location of each scarecrow.

### 150. Citizens Award

The Council received a report and was asked to agree on the judging arrangements for the Citizens Award.

Items discussed during the consideration of this item included the following:

- The Town Council could join with other local groups i.e. the Rotary Club.
- Youths in town would like to see a youth award which is given to someone who made a difference to Iminster
- The youth award could be named after an individual
- More than one award can be given
- Awards would be held for a year and then passed on.
- Funding for awards would come from the community engagement budget
- Youths groups are trying to fund raise at the moment for a youth award.

**RESOLVED**

- (i) That the Council introduce a Youth Citizens Award to be awarded to a person under 18 years of age

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- (ii) the Youth Citizen would have to attend school in Iminster and / or live in Iminster boundary.
- (iii) that the Selection Committee for the Iminster Citizen's Award 2014 and the Youth Citizen's award 2014 comprise of the Mayor, Deputy Mayor and the Chair and Vice-Chair of the Open Spaces Committee, Resources Committee and Planning Committee.
- (iv) that the quorum of the judging panel to be 3.
- (v) that the Selection Committee have delegated authority to decide to whom the Citizen's Award and Young Citizen's Award should be presented in 2014

Chair's initials

### 151. Community Resilience Store

The Council was asked to consider and agree on the rental costs to be applied for the provision of Community Resilience Stores located in Iminster.

Discussion included the following:

- Three potential locations have been identified: Blackdown View, Station Road, and Herne Rise.
- Having a store both sides of town would be beneficial.
- If a garage unit is used additional security would be needed
- The Council needs to provide a store otherwise they will be unable to get the funding.
- Charges for the store would need to be discussed confidentially.

The Committee decided to defer this item to the end of the meeting and discuss it without the Press and Public present due to the confidential nature of the information to be discussed.

After further discussion on this topic, in closed session the following proposal was made

#### **RESOLVED**

- (i) that the Town Council agrees in principle to rent two stores, preferably one on either side of the town, and
- (ii) once all charges for the potential resilience store sites have been received the matter will be taken back to Council for final decision

### 152. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated with the agenda for Council's approval.

**RESOLVED** that the accounts listed in the schedule presented to the Council totalling £19,039.93 be approved

### 153. Project Plan

The Council considered the progress on the project plan and whether any changes are necessary.

- Item 5 – the Herne Hill Management Plan. The Deputy Clerk is liaising with the Forestry Commission to obtain advice on woodland management and ensure that the plan is in a format which will enable the Council to apply for relevant grants
- Item 8 – Strategic Vision. The review dated needs to be amended to December 2014
- Councillor Shearman would like two new items entered onto the project list. Under section F-Highways/pavement plans the road closure at The Beacon needs to be added. This matter is going to be a long project

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Under section F-Highways/pavement plans the clearing of gullies needs to be added to the list.

Chair's initials

Number	Date	Topic
3/14	21.02.143rd	North Street Road Closure Somerset Levels Relief Fund from Bath & West Of England Society Temporary Road Closure Court Barton and Church Street, Crewkerne Thank you letter Donation to the Beacon Centre Somerset Minerals Plan Consultation Office Computers and Computer System
4/14	04.03.14	Office telephones Office computers / email Police Report Training Opportunities Temporary Road Closure
5/14	18.03.14	25 March Meetings Committee Structure Public Participation At Council Meetings Somerset Minerals Plan Letter re Ditton Street Flooding Responsibilities

Chair's initials

### 154. Clerk's Updates

The following Clerk's Updates have been sent by email since the last Council agenda was published.

There were no further comments nor questions raised regarding the above.

### 155 Exclusion of Press and Public

The Council was asked to consider taking agenda items 19, 20 & 21 & 14 without members of the public and press present, due to the confidential nature of the business to be transacted.

**RESOLVED** to exclude the Press and Public from the meeting so that Councillors could receive confidential information relating to agenda items **14** - Community Resilience Store, **19** – Community Right to Bid, **20** – Accepting Apologies & **21**- Update on the North West Cemetery Wall

**The Press and Public left the room.**

### 156 Community Right to Bid

The Town Clerk gave an oral report on the Localism Act 2011 which gives communities the right to bid for land or buildings which they believe could be beneficial to their communities. The Council considered nominating community assets, to be recorded.

**RESOLVED** that the Council submits a request to South Somerset District Council for the current Ilminster Police Station and the access to Britten's Field / Hammerhead to be recorded on the Community Right To Bid Register.

### 157 Accepting Apologies

## **Iminster Town Council**

The Council considered the reasons for Councillor Sothern's prolonged absence.

**RESOLVED** that the Council accept the apologies from the Councillor Sothern and send its best wishes for her recovery.

Chair's initials

**158. Update on the North West Cemetery Wall**

The Town Clerk provided an oral report to update the Council on the North West Cemetery Wall.

The meeting closed at 21:45hrs

Chair's signature and date